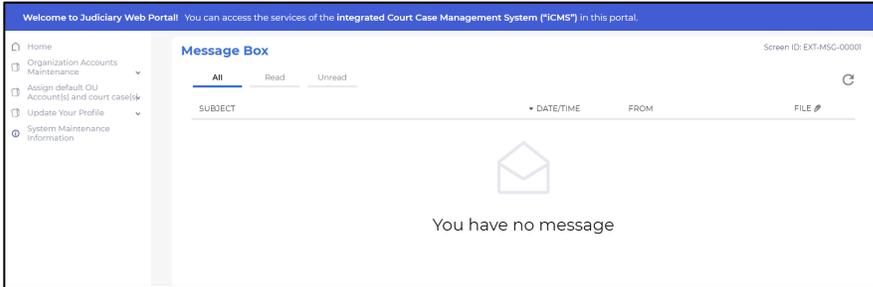
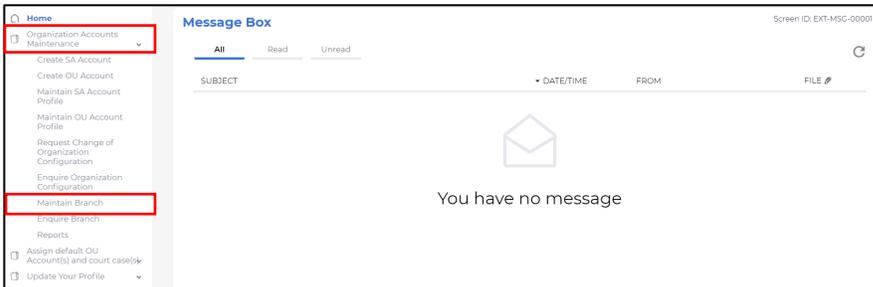
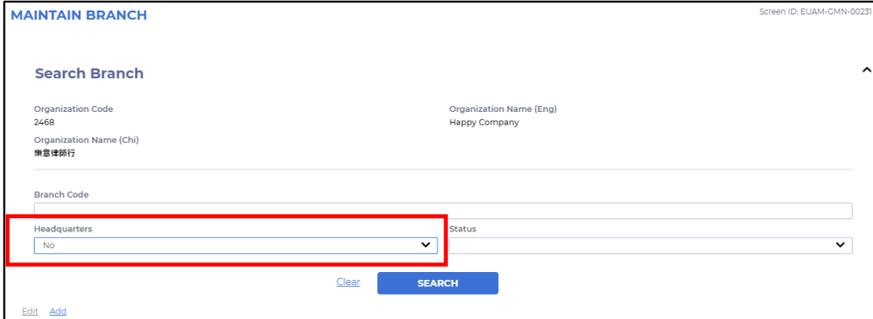


Maintain Branch

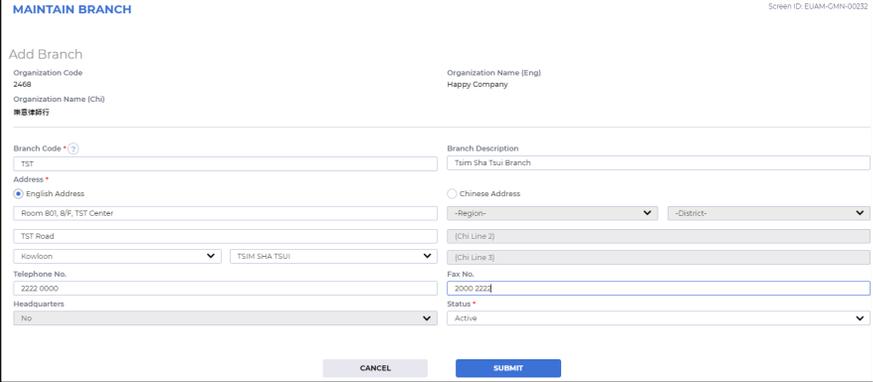
This step-by-step guide outlines the general process required to maintain Branch. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Related screenshots for reference
1.	<p><u>Login user account</u></p> <p><i>[Note: Please refer to the step-by-step guide Account Login and Logout for information if necessary.]</i></p>	<p>The landing page after logged-in is displayed</p> 
NOTE	<p>Only the Primary Administrators are able to create/maintain Branch for the Organization.</p>	
2.	<p><u>Organization Accounts Maintenance</u></p> <p>Under Main Menu > Organization Accounts Maintenance > Select “Maintain Branch” ></p>	<p>The landing page of a PA Account after logged-in is displayed</p> 
3.	<p><u>Search Branch</u></p> <p>To enquire as to whether any branch is created, select “No” from the drop-down list of field “Headquarters” to exclude “Headquarters” from the searching scope > Click “SEARCH” ></p>	<p>The “Maintain Branch – Search Branch” screen is displayed</p> 

Step-by-step guide - “Maintain Branch”

Item	Process	Related screenshots for reference														
4.	<p><u>Result of Search Branch</u></p> <p>Search result shows in the record table.</p>	<p>Result of Branch record(s) based on search criteria is displayed</p>  <p>The screenshot shows a search interface with a search bar containing 'Search Branch'. Below it, a table displays search results. A red dashed box highlights the table content.</p> <table border="1"> <thead> <tr> <th>BRANCH CODE</th> <th>BRANCH DESCRIPTION</th> <th>ADDRESS (ENG)</th> <th>ADDRESS (CHI)</th> <th>TELEPHONE NO.</th> <th>FAX NO.</th> <th>HEADQUARTI STATUS</th> </tr> </thead> <tbody> <tr> <td>MK</td> <td>-</td> <td>New Mongkok Center,MONG KOK,Ko Wloon</td> <td>-</td> <td>-</td> <td>-</td> <td>No Active</td> </tr> </tbody> </table>	BRANCH CODE	BRANCH DESCRIPTION	ADDRESS (ENG)	ADDRESS (CHI)	TELEPHONE NO.	FAX NO.	HEADQUARTI STATUS	MK	-	New Mongkok Center,MONG KOK,Ko Wloon	-	-	-	No Active
BRANCH CODE	BRANCH DESCRIPTION	ADDRESS (ENG)	ADDRESS (CHI)	TELEPHONE NO.	FAX NO.	HEADQUARTI STATUS										
MK	-	New Mongkok Center,MONG KOK,Ko Wloon	-	-	-	No Active										
5.	<p><u>Create a new branch</u></p> <p>To create a new Branch, click “Add” at the bottom left ></p>	<p>Result of Branch record(s) based on search criteria is displayed</p>  <p>The screenshot shows the same search interface as above. A red box highlights the 'Add' button located at the bottom left of the interface.</p>														

Step-by-step guide - “Maintain Branch”

Item	Process	Related screenshots for reference
<p>6.</p>	<p><u>Input Branch details</u></p> <p>Input a new Branch Code > <i>[Note: A maximum of 20 alphanumeric characters is supported.]</i></p> <p>Input Branch Description > <i>[Note: A maximum of 66 alphanumeric or Chinese characters is supported]</i></p> <p>Input Address in English or Chinese ></p> <p>Input details of Room, Floor, Block, Building in Line 1 ></p> <p>Input Street and Street number in Line 2 ></p> <p>Select an appropriate option for Region and District ></p> <p>Input Telephone No. and Fax No. ></p> <p><i>[Note: The field “Headquarters” is pre-set as “No” indicating that a branch but not the headquarters will be created]</i></p> <p>Status is by default set as “Active”</p> <p>Click “SUBMIT” ></p>	<p>The “Add Branch” screen is displayed</p> 
<p>NOTE</p>	<p>The “Branch Code” is a self-defined code which is unique among the Organization.</p>	
<p>7.</p>	<p><u>A new Branch is added</u></p> <p>Click “OK” to complete.</p>	<p>A pop-up message screen is displayed</p> 